

**Reclamation Manual**

Reclamation Acquisition Regulation System

401 DM Addition to FAR &amp; DIAR

**PART WBR 1453 -- FORMS****WBR 1453.303-1432-2**

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WBR 1453.303-1432-2 (WBR 1432.11-80 (b))

Subject: Payment Utilizing Electronic Funds Transfer (EFT), Contract/Purchase Order/  
Financial Assistance Agreement No. \_\_\_\_\_.

Dear Sir/Madam:

In accordance with the Debt Collection Improvement Act (DCIA) of 1996 (31 U.S.C. 3332(e)), the Bureau of Reclamation (Reclamation) will make payment under the subject contract/purchase order/financial assistance agreement through the Electronic Funds Transfer (EFT). Reclamation uses the Vendor Express payment method to improve the efficiency of Federal financial management and to ensure your prompt receipt of payments. Vendor express payments are made electronically through the Automated Clearing House (ACH) using the CCD+ format for deposit directly into a designated bank account on the payment due date. Upon request, this office will provide a copy of the Vendor Express and the Bank brochure to you or your bank. For your information, Reclamation's procedures for implementation of Vendor Express payments are contained on the reverse side of the enclosed ACH Vendor Enrollment Form.

DCIA requires that all payments be made by electronic funds transfer (EFT) after January 1, 1999. However, individuals (e.g., sole proprietors), with or without an account with a financial institution, may self-determine that payment by EFT would impose a hardship due to either a physical or mental disability or a geographic, language, or literacy barrier or that the use of EFT would impose a financial hardship. This exception is based on the individual's self-assessment that a hardship exists. The waiver is set forth on the back of the ACH Vendor Enrollment Form and is effective upon the date of receipt by the Government at the address or facsimile number specified below.

The Government cannot make any payment under this contract/purchase order/financial assistance agreement until after receipt of the correct EFT payment information from your organization on the ACH Vendor Enrollment Form; therefore, it is of the utmost importance to submit the required information as soon as possible. I would like to remind you that the clause of your contract, Payment by Electronic Funds Transfer -- Other than Central Contractor Registration (May 1999) (FAR 52.232-34), requires that you must submit this information no later than 15 days prior to submission of your first request for payment. **If you are claiming a self-assessment waiver from EFT, you must complete the certification on the back of the form.** Please return the completed form either by mail to:

Bureau of Reclamation  
Attention: D-7730  
PO Box 25508, Denver Federal Center  
Denver CO 80225-0508

or by facsimile to (303) 445-6497.

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If you list more than two invoice numbers on an invoice for payment, you may only use EFT if you submit a summary invoice listing all attached invoices. Otherwise, the Government will make payment by check or some other mutually agreeable method of payment in accordance with paragraph (a)(2) of the EFT clause referenced in the preceding paragraph.

Your questions concerning the terms and conditions of payments should be directed to the undersigned contracting/grants and cooperative agreements officer. **Questions concerning the payment date of submitted invoices may be directed to Reclamation's payment hotline at 1-800-821-2886.**

Please disregard these instructions if your firm has already returned a completed form to Reclamation and is currently using the EFT payment system.

Sincerely,

Enclosure